

A close-up, profile photograph of a woman with blonde hair, looking down and slightly to the right. She is wearing a black headset microphone with a small boom arm near her mouth. The background is a solid teal color.

IBM

**Easier
Transcription
with your
new IBM
Dictation
Equipment**

More Time . . . to be more appreciated

*If you've been taking shorthand notes and then transcribing them . . .
or typing drafts of correction-packed machine dictation . . .
then you've been putting in double time and effort.*

*Now, with practice on your new IBM Dictation Equipment, you'll be able
to transcribe material once and be proud of it.*

*With the time saved, you'll be under less pressure. You can be
of even greater assistance in the office . . . and be appreciated more than ever.*

IBM Features Save Time

- *The executive can erase when he changes his mind,
for error-free dictation.*
- *You can set up proper placement on the page with a glance at the Index Slip.*
- *You can scan special instructions in a moment before you type.*
- *The automatic backspace feature prevents
you from leaving out words when you're interrupted. It builds your
confidence and typing speed.*

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The IBM Executary Transcribing Unit

- 1 TONE CONTROL
- 2 SPEED CONTROL
- 3 VOLUME CONTROL
- 4 ON LIGHT
- 5 TUNING CONTROL
- 6 BELT RELEASE LEVER
- 7 SCANNER RELEASE
- 8 SCANNER
- 9 POSITION INDICATOR
- 10 INDEX SLIP
- 11 INDEX SLIP HOLDER
- 12 BELT ROLLERS

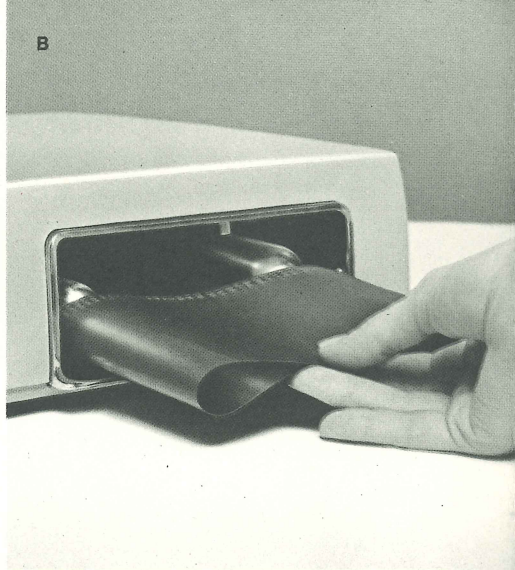
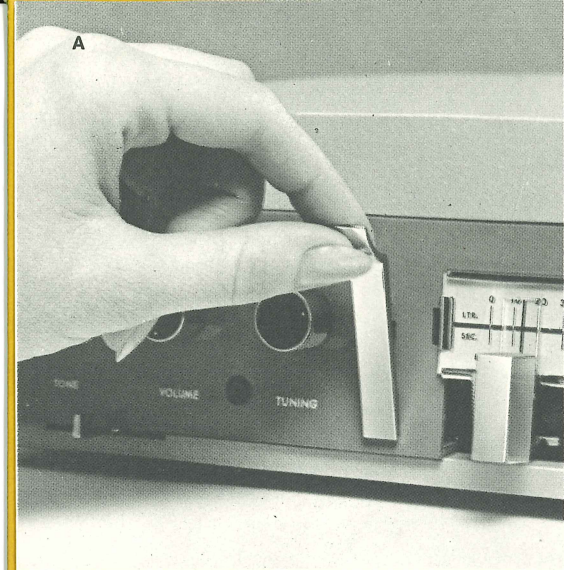
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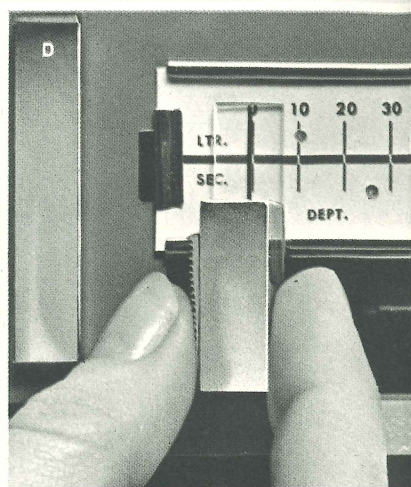
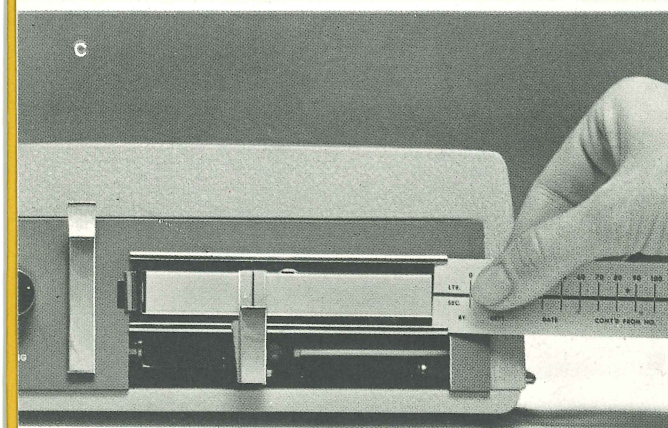
To prepare your transcribing unit

BELT INSERTION

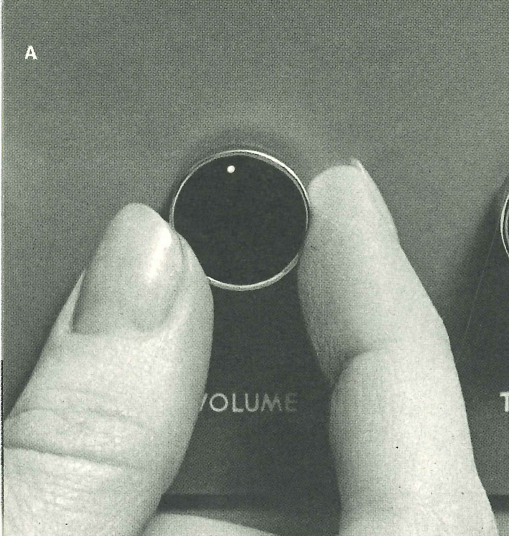
Pull Belt Release Lever forward (A) . . . grasp unprinted edges of Magnabelt in the center . . . rest Belt on platform below Belt Rollers . . . then slide Belt, printed edge first, over rollers (B). Push Lever back to original position.

INDEX SLIP INSERTION

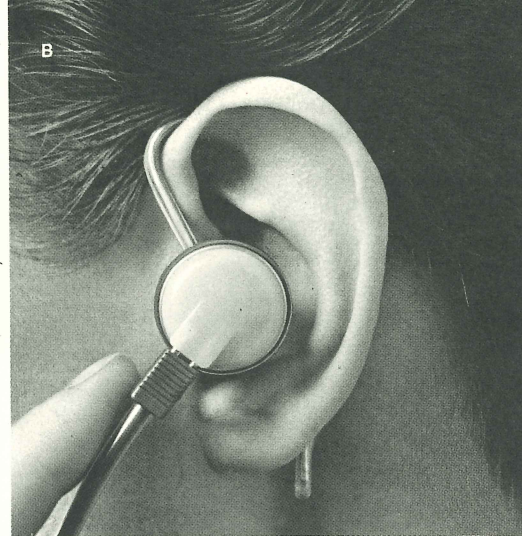
With your thumb next to the "0" position, insert Index Slip into right side of Holder (C) . . . slide it all the way into the Holder and under the metal lip at the extreme left. Then press Scanner Release and move Scanner to "0" position on Index Slip (D).



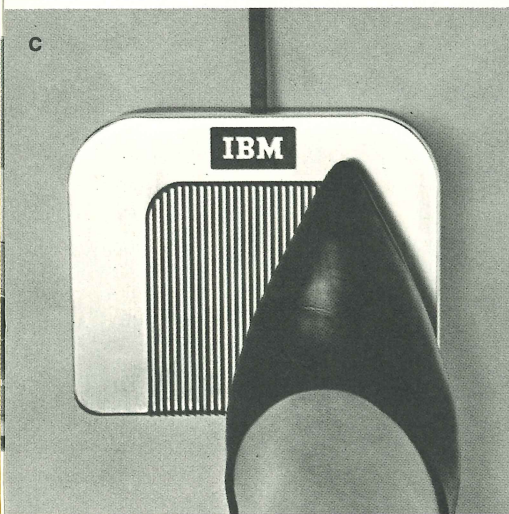
A



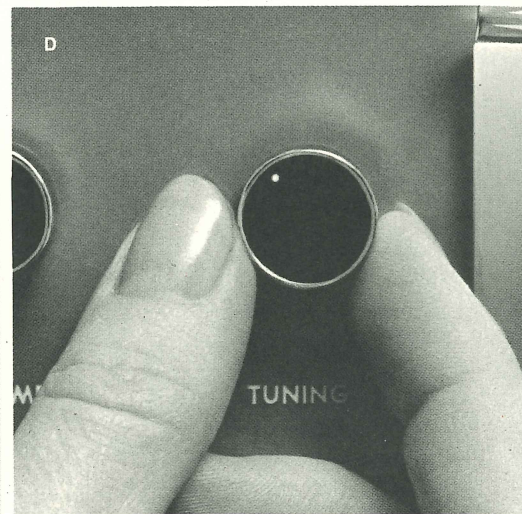
B



C



D



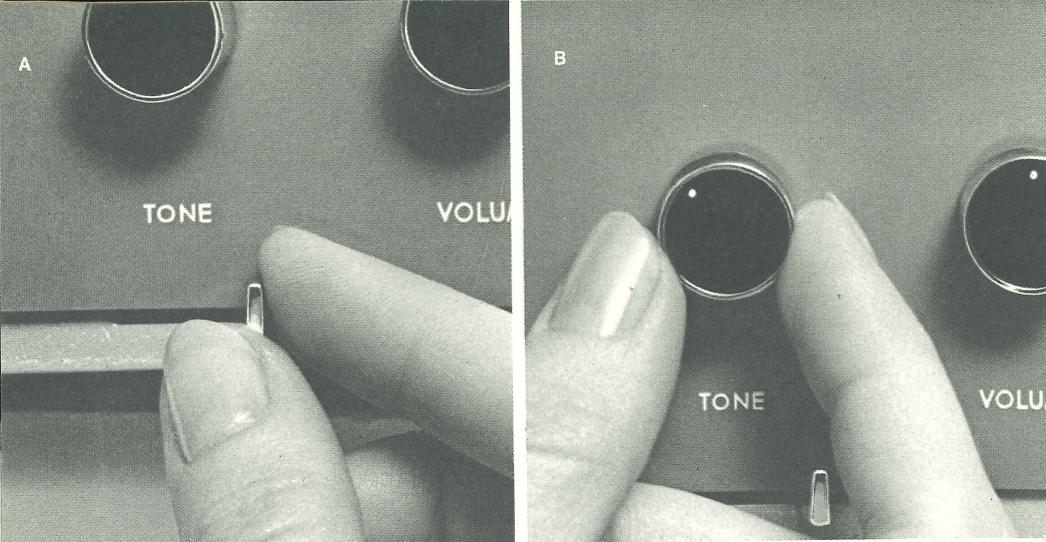
Before typing

Turn Volume Control to the right until it clicks (A) . . . Red Light on front panel will glow, indicating unit is on.

Position Earset for maximum comfort (B).

Listen to a few sentences by depressing right side of Foot Control (C) . . . to stop, release pressure . . . if sound is not clear, listen again and move Tuning Control to improve playback (D).

Adjust Volume Control (A) to comfortable listening level.

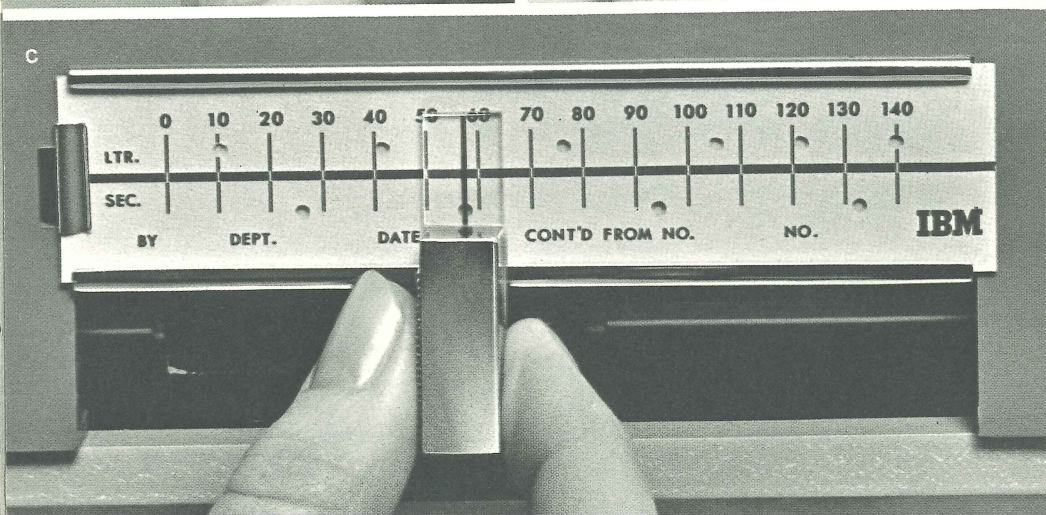


Before typing (continued)

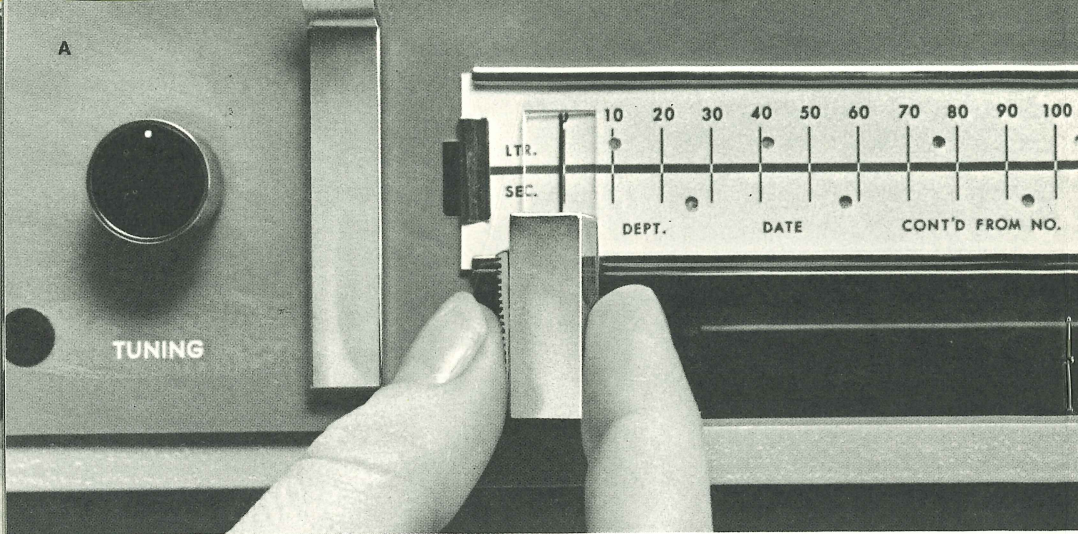
To increase speed of dictation, move Speed Control Lever to the right . . . to slow down dictation, move it to the left (A).

Adjust Tone Control to correct distortion from changes in speed (B).*

Press Scanner Release and move Scanner to all Instruction Points (SEC) on the Index Slip (C) . . . listen to *all* instructions before typing.



* Only Model 212 (Transcribing Unit) is equipped with Tone Control

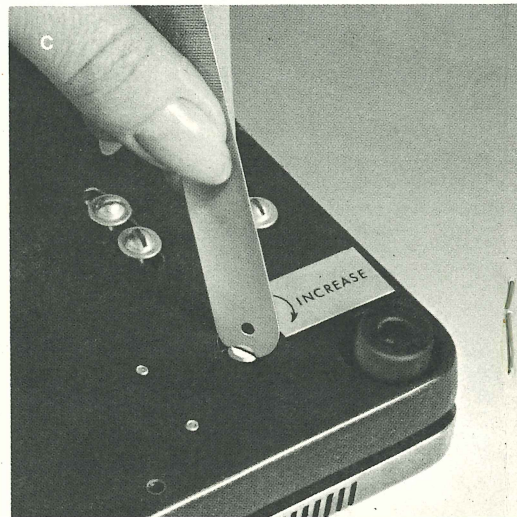
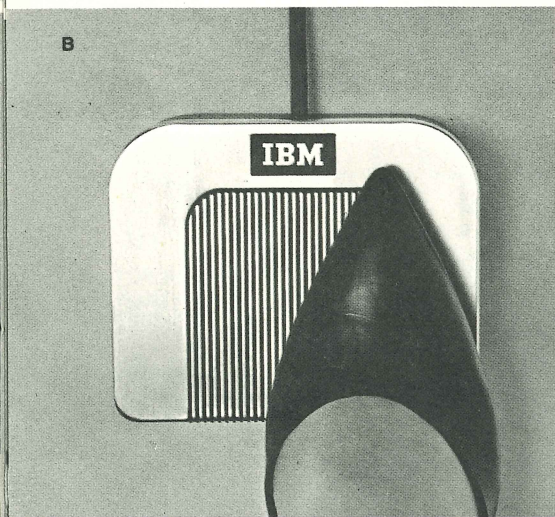


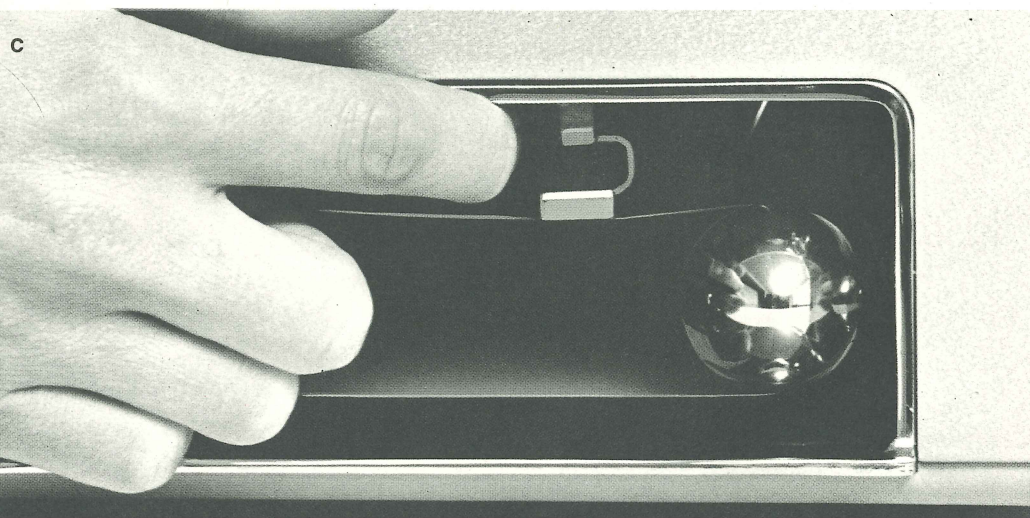
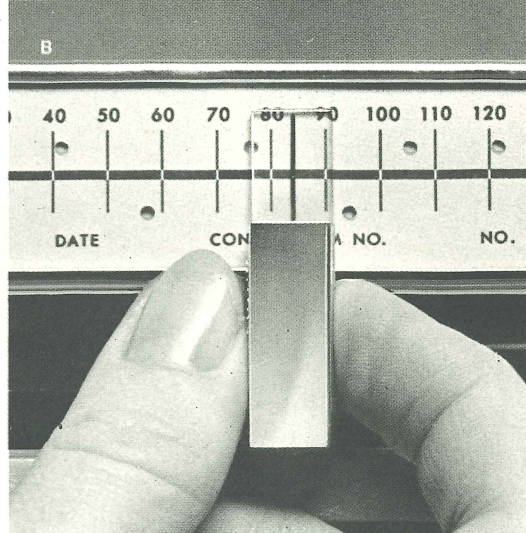
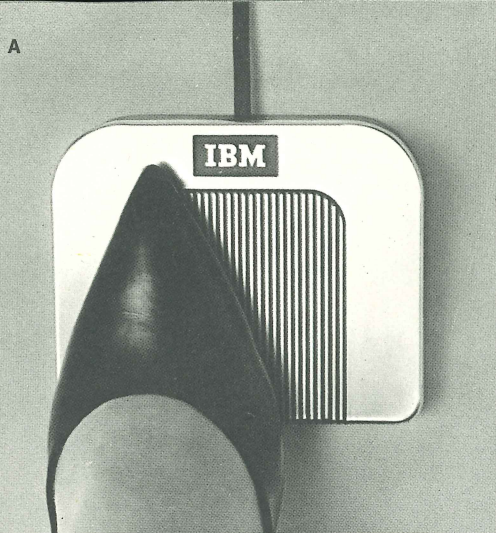
To transcribe

Move Scanner back to "0" position (A), unless a "rush job" located elsewhere is specified in your Special Instructions.

Listen to instructions at beginning of letter and prepare typewriter for transcribing . . . note markings on top portion of Index Slip indicating length of each letter, memo, report, etc. . . . then set up page accordingly.

Depress right side of Foot Control (B), listen to the first phrase or sentence and type . . . when you release pressure on Foot Control, the belt will remain exactly where you left off, or automatically back up either 2 or 4 words. The Set Screw on bottom of Foot Control may be adjusted for preferred way of listening (C).





To review

To review dictation, depress left side of Foot Control (A) . . . the Scanner will move back . . . then depress right side of Foot Control and you will hear the last six seconds of dictation repeated.

For even longer review, depress left side of Foot Control repeatedly . . . or move the Scanner by hand (B).

AT END OF LETTER

Listen at end of letter for names of people receiving copies.

To erase completely

Pull Erase Magnet Control Lever forward and hold in position (C) . . . depress right side of Foot Control and listen as the words disappear . . . erasure takes about six seconds.



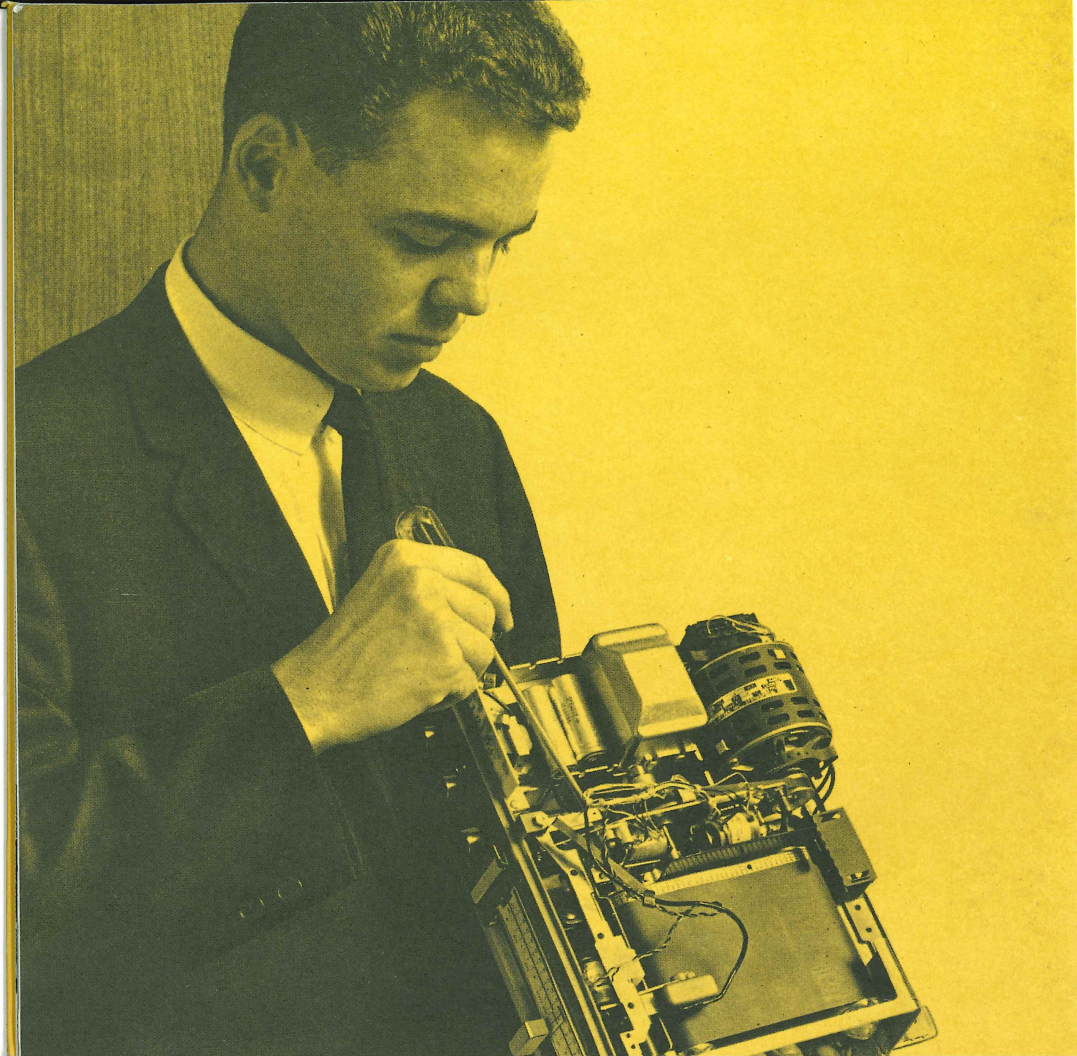
Organization hints

- Use of three correspondence folders labeled "Immediate Action," "To Be Answered" and "Information Only" is a convenient way to classify incoming mail. If correspondence volume is heavy, two sets of folders may be preferable.
- Each morning, prepare the executive's Dictating Unit... insert clean belt and new Index Tab... place IBM Portfolio next to his Dictating Unit.
- If necessary, provide the executive with extra Portfolios, each with clean Belt and new Index Slip.



Transcription tips

- On the Index Slip, the distance between each numbered vertical line is equal to one minute of dictation or ten typewritten lines. (Most people dictate at a rate of 100 words per minute, and the average typewritten line contains 10 words.)
- Use the letter (LTR) Markings on the Index Slip as a guide to letter placement . . . they enable you to transcribe all material in just one typing.
- When transcribing, listen to voice inflection and sentence structure as a guide to punctuation.
- The goal in transcribing is continuous typing. Listen to an "earful," type that phrase then resume listening just before you finish typing the last earful.
- If a letter doesn't make sense, don't type it. Ask the dictator about it. He will appreciate your concern.
- Keep files of names, addresses and special terminology to refer to when transcribing.
- If the dictator mistakenly inserts a belt backwards in his machine, you can still transcribe it. Simply insert it in your unit, printed edge out.



Maintenance agreement

Whether it is a fine watch... a fine automobile... or your IBM Dictation Equipment... any machine needs periodic maintenance to prevent a decline in quality results and eventually an interruption of service.

The best preventive care for your IBM equipment is offered under the IBM Maintenance Agreement.

- *Periodic adjustments and power cleaning*
- *Parts replacement at no extra charge*
- *Unlimited emergency service at no charge*
- *Only one invoice per year*
- *One contract a year for as many units as you own.*

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